

Preliminary Assessment Report

Project 3020221, 2900 SW MYRTLE ST

Assessment Completed: 6/30/2015

Project Description: Grade approximately 4,950 square feet of grass and prep for new asphalt for paving. Install 2" thick of 5/8 crushed rock. Overlay with 2" thick of class "B" hot mix asphalt. Stripe parking area. Haul the 4,950 feet of grass to another part of the property and leveled.

Primary Applicant: [Michael Truong](#)

This report lists the results of a preliminary assessment of your project requirements by various city departments. It's based on the project characteristics described on your site plan and preliminary application form. If your project required a pre-application site visit (PASV), the results of that site visit are also included. The goal of this report is to help you create a complete submittal package and reduce the need for corrections once your application has been submitted.

Next Steps

1. Review the requirements in this report and contact the staff members listed below with questions.
2. If a street improvement plan is required, develop and submit it to the Seattle Department of Transportation (SDOT). **The Department of Planning and Development (DPD) will not accept your permit application until your street improvement plan is approved as 60% complete by SDOT. See [SDOT Client Assistance Memo 2213](#) for guidance about the 60% complete approval process.**
3. Schedule an appointment for permit application intake with DPD. **Please bring a copy of this report to your intake appointment.**

Questions About This Report

If you have questions about the information in this report, contact the appropriate city staff member for each section.

DPD Drainage Requirements

Arthur Thomas Richardson, (206) 684-3655, art.richardson@seattle.gov

DPD Land Use Requirements

Arthur J Pederson, (206) 684-0638, art.pederson@seattle.gov

DPD Preapplication Site Visit Requirements

Roger E Moore, (206) 733-9039, Roger.Moore@seattle.gov

Seattle City Light Requirements

Dan Langdon, (206) 684-8441

Seattle Department of Transportation Requirements

Christina Legazpi, (206) 684-5279, christina.legazpi@seattle.gov

Seattle Public Utilities Requirements

Jebessa Dara, Jebessa.Dara@seattle.gov

Other Resources

- General questions about the permit process: Contact the DPD Applicant Services Center (ASC) at 206-684-8850.
- User-friendly guides to city permitting processes: [DPD](#) and [SDOT](#).
- [Detailed zoning information](#).
- Visit our [permit type pages](#) for step-by-step instructions and forms for preparing your application and plans for review.

Requirements

DPD Drainage Requirements

The following requirements are based on the current stormwater and side sewer codes.

Existing Public Drainage Infrastructure

Sanitary sewer main location: SW Myrtle St (From the center line of 29th Ave SW west.)

Sanitary sewer main size: 8-inch

Combined sewer main location: SW Myrtle St (From the center line of 29th Ave SW east.)

Combined sewer main size: 8-inch

Drainage

The drainage point of discharge (SMC 22.805.020) is located at: Combined sewer.

Flow Control Compliance

All new, replaced, and disturbed topsoil shall be amended with organic matter per rules promulgated by the Director prior to completion of the project to improve onsite management of drainage water flow and water quality per SMC 22.805.020.E. A completed [Construction Stormwater Control and Soil Amendment Standard Plan](#) is required.

Submit a [Standard Drainage Control Plan for Small Projects](#) including the [Green Stormwater Requirement Calculator](#).

For projects with 5,000 square feet or more of new plus replaced impervious surface, a comprehensive drainage control plan and construction stormwater control plan shall be prepared by a licensed engineer.

Water Quality

No requirements

Permanent and Temporary Dewatering

The footing drain (if part of building plan) point of discharge ([DPD DR 4-2011](#)) is located at the following: Combined system.

DPD Land Use Code Requirements

Street Requirements

Based on the scope of the proposed project, the following street improvements are required per Chapter 23.53 of the Seattle Municipal Code. Please review Right-of-Way Improvements Manual for design criteria (<http://www.seattle.gov/transportation/rowmanual/manual/>). Show required street improvements on your "enhanced site plan" at DPD permit application intake. If an SDOT Street Improvement Plan (SIP) is required, please list SDOT project number and SDOT contact name on the enhanced site plan. Street Improvement Plans must be accepted by SDOT prior to DPD permit application intake.

SW MYRTLE ST

Based on the documents provided, no street improvements are required per SMC 23.53.015 and SMC 23.53.006

Land Use

Based on the project scope. SEPA may be required. See DPD Director's Rule 12-2012 for more details (<http://web1.seattle.gov/dpd/dirrulesviewer/>).

Notes to Applicant

Proposed grading and paving is close to east property boundary with unopened 28th Ave SW, which contains numerous trees. Contact Seattle Department of Transportation (SDOT) 684-TREE to have them determine if any impacts are anticipated and modifications required.

Pre-Application Site Visit (PASV) Requirements

PASV report requirements may be subject to additions, changes, or modifications by the department. The purpose of the report is to alert the applicant that there may be unusual or complex site conditions that trigger requirements from the department regarding this project. **The applicant is responsible for providing all required documents at the intake appointment.** If you have questions about this report or the PASV process, please contact the DPD Site Development Team at (206) 684-8860.

Note: Any project application associated with the development site can utilize the results from this PASV if the application is accepted by DPD within 24 months of the above inspection date. After 24 months, the applicant must apply for another PASV. No extensions will be granted.

The site plan did not include the following existing or proposed elements:

- 1) No plan provided. Submit a Plot Plan that includes the following: 1) Existing contours 2' 2'-0 intervals. 2) Existing trees (see note below). 3) Proposed scope of work indicating grading, drainage and landscaping.

ECA Mapping Unit and Type

Non-ECA

Earth Disturbance

If excavation has the potential to encroach on adjacent property in order to facilitate construction activity, please provide documentation of consent from the adjacent property owner. Show area of proposed encroachment on the submitted drawings and detailed cross-sections.

If temporary cuts greater than 1h:1v will be required in order to facilitate construction activity, please provide a geotechnical engineer's verification that soil conditions allow cuts to stand unsupported. Include detailed cross sections.

Please show all existing and proposed retaining walls/rockeries and the exposed height.

Existing ROW Conditions

SW MYRTLE ST

Street conditions:

Concrete paving

Visible pavement width is: 24 LF

Curb conditions:

Curb adjacent to site

Concrete

Approximate curb height: 6 inches

A storm inlet is located <350 ft from the site and prior to crossing a public right of way. Inlet @ NW quad of SW Myrtle St & 29th Ave SW.

It appears that drainage from that discharge point will remain in the gutter line all the way to the nearest inlet structure, but this assessment is preliminary and it is the responsibility of the applicant to meet all relevant SW code requirements.

Potential Impacts to Seattle Parks Property

No parks property in vicinity

Tree Protection

Trees greater than 6 inches in diameter as measured 4.5 ft above ground are present on the site but not shown on the site plan. Show the dripline of

- 1) **all** trees on the site,
- 2) adjacent trees that encroach on the site that are greater than 6 inches in diameter as measured 4.5 ft above ground, and
- 3) **all** trees located in the adjacent ROW.

Include common and scientific names for all trees shown. For more information, see [Director's Rule 16-2008](#) and [Tip 242](#).

Construction Stormwater Control

All projects with earth disturbance, regardless of size, require temporary and permanent stormwater control in accordance with the Construction Stormwater Control (CSC) Technical Requirements Manual ([DR 16-2009, Volume 2](#)).

Show the following on the [Construction Stormwater Control and Soil Amendment Standard Plan](#):

Place compost socks, compost berms, filter fabric fencing, straw bales, straw wattles, or other approved perimeter control BMPs to eliminate construction stormwater runoff.

Show the location of a stabilized construction access to the site; show methods to eliminate uncontrolled conveyance of mud and dirt into the right of way (ROW).

Cover bare soil with compost blankets, straw, mulch, matting, or other approved equal to control construction stormwater runoff.

Cover stockpiles and bare slopes with compost blankets, tarps, matting or other approved equal to control construction stormwater runoff.

A First Ground Disturbance inspection is required before any ground disturbance related to this permit, including demolition, tree cutting, clearing, grubbing, and grading. After your permit is issued, schedule an inspection by calling (206) 684-8900 or [online](http://web1.seattle.gov/DPD/InspectionRequest/default.aspx) at <http://web1.seattle.gov/DPD/InspectionRequest/default.aspx>.

Inspectors Notes

Include earthwork calculations with submittal. Indicate total cut quantity and total fill/backfill quantity.

Seattle City Light Requirements

Notes to Applicant

No requirements are noted for City Light.

SDOT Requirements

Based on the information provided at this time, it appears that no street improvements are **required**. All work in the right-of-way requires a permit. Therefore, if you are planning discretionary improvements you should contact SDOT as soon as possible. Be advised that it is the applicant's responsibility to seek guidance from SDOT Street Use should the scope of the project change, or should the applicant become aware of proposed construction in the ROW. Failure to contact SDOT at your earliest convenience could severely impact your project's scope, schedule and budget. This responsibility rests solely with the applicant.

SPU Requirements

Flow Control Compliance

All new, replaced, and disturbed topsoil shall be amended with organic matter per rules promulgated by the Director prior to completion of the project to improve onsite management of drainage water flow and water quality per SMC 22.805.020.E. For projects with 5,000 square feet or more of new and replaced impervious surface, a comprehensive drainage control plan shall be prepared by a licensed engineer.

Roadway projects with 7,000 square feet or more of land disturbing activity or 2,000 square feet or more of new plus replaced impervious surface must implement green stormwater infrastructure to infiltrate, disperse, and retain drainage water onsite to the maximum extent feasible without causing flooding, landslide, or erosion impacts per SMC 22.805.020.F. Flow control standards must be first met by utilizing green stormwater infrastructure to the maximum extent feasible. Additional flow control measures shall be installed if the flow control standard cannot be met solely using green stormwater infrastructure. Refer to DR GSI to MEF and DR Vol.3.

Other Requirements

Owners of residential property occupied by a tenant who will be displaced by housing demolition, substantial rehabilitation, change of use, or removal of use restrictions may need to obtain a Tenant Relocation License. Refer to DPD Tip 123, Seattle's Tenant Relocation Assistance Ordinance, for further information and instructions or call (206) 684-7979.

If your project involves additions or modification to or demolition of an existing building that contains four or more dwelling units or 4,000 square feet or more of non-residential area, and the building is a designated historic landmark or is 50 years old and meets the criteria set forth in SMC 25.12 for landmark designation, SEPA is required. Please contact the Department of Neighborhoods at (206) 684-0228 or www.seattle.gov/neighborhoods/preservation to determine if your building is a designated landmark or if a referral is necessary to determine if the building meets the criteria in SMC 25.12. Refer to Tip 208 for information regarding the application requirements for a SEPA review and Tip 3000 for information regarding landmarks and historic preservation.

If the scope of your proposed project changes before your DPD intake appointment or SDOT street improvement plan application, the requirements in this report may change. If there are municipal code and ordinance changes before our DPD intake appointment, the project must meet the new code requirements. Additional street improvement requirements may be triggered if a permit application for a development project on adjacent property is also undergoing review.

Please be aware that all persons or companies working within the City limits, including all contractors, subcontractors, permit expeditors and other service providers are required to possess a valid City of Seattle business license. This license is required in addition to any other licenses required by the State of Washington, such as a contractors' license or state business license. For more information about City of Seattle business licenses, please contact inspector Michale Crooks at 206-684-8871, Michale.Crooks@seattle.gov, or visit the [Licensing and Tax Administration Division website](#).